



CITY OF ROUND ROCK, TEXAS
REQUEST FOR PROPOSALS
FOR
CONSULTING SERVICES FOR THE DEVELOPMENT OF
CUSTOM FIREFIGHTER MUNICIPAL CIVIL SERVICE EXAMS

RFP No. 12-018

Addendum No. 1 Date of Addendum: February 21, 2012

Please note the clarification and/or additional information to the solicitation referenced above.

1. Q: Has the due date for responses been extended?
A: **Yes. The due date for responses has been extended by one day to February 29, 2012.**
2. Q: How much did the City pay for the previous contract for the services requested in the RFP?
A: **See Part I, #2 of the RFP. Historically, exams have been authored internally by staff or contracted out. The average payment per test has been \$1,500.00.**
3. Q: If the services were not paid as a lump sum, how much did the City pay for each exam:
A: **See Part I, #2 of the RFP. Historically, exams have been authored internally by staff or contracted out. The average payment per test has been \$1,500.00.**
4. Q: Do the above costs include the cost of travel?
A: **See Part I, #2 of the RFP. Historically, exams have been authored internally by staff or contracted out. Travel fees were included in the contract price.**
5. Q: Was the City/Department pleased with the previous services provided?
A: **N/A.**
6. Q: Does the proposal response need to be double spaced?
A: **Yes.**
7. Q: Does the City desire for the vendor to conduct a full job analysis for each position?
A: **Yes, for the first round of tests the vendor shall be required to conduct a job analysis for each of the positions.**
8. Q: Does the City have estimated dates of when each rank would be testing?
A: **No.**
9. Q: Will Subject Matter Experts (SMEs) from the department be available to review test items?
A: **The City can provide personnel to assist with the initial round of sample test questions; however, the preference is for the actual exam questions to remain restricted to members of the Fire Department.**
10. Q: Is the City willing to conduct meetings remotely via webinar?
A: **No.**
11. Q: Does the vendor need to be in-person for any meetings that take place?
A: **Yes.**
12. Q: Does the City desire situational based multiple choice questions?
A: **No. The test questions shall be developed from the source material.**

13. Q: Does the consultant need to be present for the administration of the exams?
A: **No. The City's Human Resource Department will provide oversight of the exam process. The City will require a representative from the vendor be present during the required Protest Hearings with Civil Service. Cost proposals shall include this function.**
14. Q: Page 7 of the RFP requests "three (3) sample copies of civil service exams developed for like fire departments in the State of Texas." As this information is proprietary, can the vendor provide a few sample questions instead?
A: **No. If information is considered confidential please mark it as such.**
15. Q: Who conducted the job analyses that will be the basis of the written examinations? When were they conducted?
A: **Current job analysis data is not available. The City's Human Resource Department may have current job descriptions for each of the positions.**
16. Q: Can the City/Department provide a list of the sources that will be required for the development of the examinations?
A: **Yes, once the subject material has been approved by the Civil Service Commission. The meeting for this approval is set for February 23, 2012.**
17. Q: How will the vendor be required to submit the final exams (i.e., electronically, hard copy, etc.)?
A: **The City will accept either model.**
18. Q: Is the City willing to accept a nationally validated stock (i.e., off-the-shelf) examination for the rank of firefighter?
A: **The City will accept this for entry level exams as long as the test meets the requirements of Texas Civil Service Ch. 143.**
19. Q: Is only one form of each examination required?
A: **Two (2) exams per rank (excluding the entry exam) are preferred.**
20. Q: Is the City/Department facing any litigation regarding the ranks referenced within the solicitation?
A: **No.**
21. Q: The solicitation mentions that City references cannot be used – does this include Round Rock Police Department?
A: **City of Round Rock references are not acceptable.**
22. Q: Must the references provided be specific to custom examination development? Or are our test rental clients who rent off-the-shelf exams suitable as references?
A: **See Part I, #7.7 of the RFP. Similar service references are requested.**

Approved by


Joy Baggett, Purchaser

By the signatures affixed below, Addendum No. 1 is hereby incorporated into and made a part of the above referenced solicitation.

ACKNOWLEDGED

Vendor

Authorized Signature

Date

RETURN ONE COPY SIGNED COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE WITH YOUR SEALED PROPOSAL. FAILURE TO DO SO MAY AUTOMATICALLY DISQUALIFY YOUR RESPONSE FROM CONSIDERATION FOR AWARD.